Reservation Requests & Enrollment Process

253) 477-4096/melanie.r.wileczek.civ@mail.mil

Agenda

- ***Enrollment Processes – 45 Day Mark***
- ***Enrollment Processes***
  - 415 vs. Non415
  - Reservation Timelines
    - Inside 2 weeks Justifications
- ***Enrollment Notification***
- ***HJB 888 Schools Application Form***
  - Completion
  - Drop/Add
  - Frequent HJB 888 mistakes
- ***Reservation Definitions***

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Enrollment Processes – 45 Day Mark

- ***Most courses in the Army fall under a "schoolhouse" which has a school code (SC) designation in ATRRS***
- ***Installations may have their own "troop" schools with a designated code***
  - "Troop" schools are courses identified by the MSC which are needed to maintain troop readiness on an installation
- ***JBLM's "troop" school code is 415 or SC415***

Enrollment Processes – 45 Day Mark

- ***Troop schools may be specific to an installation but any course in ATRRS must be available to all***
- ***In order to ensure JBLM units have priority in reserving seats, we have allocated BDEs seats in each class***
  - These seats can only be designated up to 45 days prior to the class start date
  - 45 days allows students from other installations to get their TDY/DTS in order to attend
  - ATRRS will not allow any manipulation of that 45 day mark

Enrollment Processes – 45 Day Mark

- ***Submit reservations well in advance of that 45 day mark***
  - Once we allocate the seats in ATRRS, reservations may begin
  - We allocate seats for the entire FY NLT 1 AUG – you have up to 1 year to get your reservations in on time
  - Failure to do so may result in loss of the seat and an inability to get your student into the class
- ***Savvy schools NCOs (SNCO) and SNCOs of units not assigned to JBLM rely on BDEs failing to claim their seats***
  - They develop a system that keeps them abreast of the 45 day marks in order to submit applications
  - You snooze – you lose.

BDE Seat Allocations Workbook

Suspense = 45 day mark

Prop Book Unit Supp Enh Mid Level Manager (MLMC)

CL #	SUSPENSE	CLASS DATE	2ND DIVARTY	2/2 SBCT	3/2 SBCT	16 CAB	17 FAB	201 BfSB	555 EN	593 ESC	42 MP	62 MED	USASOC	OTHER	7ID	MAMC	189	M	SEATS AVAILABLE	TOT SEATS BDE
CL 001	23 Aug 15	7 Oct 15	2		2	2	1	1	2		1	2	6	5	1		1		24	24
CL 002	5 Dec 15	19 Jan 16	1		3	2	2	1	2		1	2	6	4	1				24	24
CL 003	11 Mar 16	25 Apr 16	1		3	2	3	1	2		1	2	3	4	1		1		24	22
CL 004	21 May 16	5 Jul 16	1		3	3	2	1	2		1	2	4	4	1		1		24	23
																			96	93
		QUOTA	5	0	11	9	11	4	8	0	4	8	19	17	4	0	4	4	5	0	96
		SEATS SHORT	6	0	12	10	12	4	9	0	4	9	20	19	4	0	4	5	6	0	105

 # seats designated to BDEs

Numbers pulled from Subquota Matrix – See Basic Forecasting slide deck

PBUSE Automatic Identification Technology (AIT)

CL #	SUSPENSE	CLASS DATE	2ND DIVARTY	2/2 SBCT	3/2 SBCT	16 CAB	17 FAB	201 BfSB	555 EN	593 ESC	42 MP	62 MED	USASOC	OTHER	7ID	MAMC	189	84 CIV	CORPS HHB	IMCOM	SEATS AVAILABLE	TOT SEATS BDE
CL 001	21 Aug 15	5 Oct 15	1	1	2	1	1	1	1	1	1			1	1						12	11
CL 002	22 Aug 15	6 Oct 15	1	1	2	1	1	1	1	1	1			1	1						12	11
CL 003	25 Sep 15	9 Nov 15	1	1	2	1	1	1	1		1			2	1			1			12	11
CL 004	26 Sep 15	10 Nov 15	1	1	2	1	1		1		1			2	1			1			12	10

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Enrollment Processes

- ***Typical SC415 enrollment process:***
  - Company sends reservation request to BN
  - BN does quality and Subquota check and sends to BDE
  - BDE schools NCO approves and enters reservation into ATRRS
- ***Typical off base enrollment process (A1 application):***
  - Company sends reservation request to BN
  - BN does quality and Subquota check and sends to BDE
  - BDE schools NCO does quality and Subquota check and sends to division
  - Division does quality and Subquota check and sends to TSB
  - TSB does final check sends to HRC
  - HRC approves/denies

Enrollment Process Resident (415) Schools

Service Member is selected or requests to attend a course

↓

Contact with unit's Schools NCO is made
HJB 888 completed & sent to BN
BN sends to BDE for input

BDE Schools NCO input requests into ATRRS IAW brigade quota allocation 45 days prior to start date =
Student has seat reserved in that class

Student receives email from ATRRS confirming reservation.
2 weeks prior to start date – Student receives email from Course Manager

Course Manager email informs student of updated location, sign in time, start time, class requirements
THIS IS A MUST READ ITEM

Student arrives on time for roll call = Enrolled
Student completes all required hours = Complete/Certified/Graduated

NOTE: This is a general process. Always refer to your Division/BDE SOP

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Enrollment Process Non 415 Schools

- ***Submit HJB 888 with all supporting documents IAW ATRRS course pre-requisite, include impact statement and training priority if applicable***
  - ***ERB/ORB * Medical/Dental Screening *APFT***
  - ***Certificate of Completion *MISSION IMPACT STATEMENT****
- ***Quota Distributions (RA Portal)***

  FORSCOM (NI), Commissioned & Warrant Officers/ (WA), Aviation (WB), Enlisted (WD)

- **-Approved/Disapproved by HRC based on:**
  - Soldiers qualifications
  - MTOE/TDA position
  - Priority
  - Needs of the Army

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Enrollment Process Non 415 Schools

Service Member is selected or requests to attend a course

Contact with unit's Schools NCO is made
HJB 888 completed & sent to BN
BN sends to BDE
BDE sends to Division

Division Schools NCO submits HJB 888 signed by unit approving authority to TSB 90 days prior to start date

TSB sends to HRC for final approval

Student receives email from ATRRS confirming reservation.
2 weeks prior to start date – Student receives email from Course Manager

Course Manager email informs student of updated location, sign in time, start time, class requirements
THIS IS A MUST READ ITEM

Student arrives on time for roll call = Enrolled
Student completes all required hours = Complete/Certified/Graduated

NOTE: This is general process. Always refer to your Division/BDE SOP

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Reservations Timelines

- ***SC415:***
  - Open to accept reservations any time
  - Designated BDE seats are lost at the 45 day mark and seats become open Army wide for reservations
  - BDE Schools NCOs and TSB course managers can make reservations in ATRRS up to 2 weeks prior to start date
- ***SC415 MTTs:***
  - Open to accept reservations 60 days prior to start date
    - This limits BDE seat allocation window
    - TSB must follow the MTT's timeline – we cannot alter
- ***Off Base:***
  - Needs to get to TSB NLT 90 days prior to start date

Inside 2 Weeks

- ***2 weeks prior to start date ATRRS locks the class out***
  - No reservations can be made by anyone at this point
  - 2 weeks are to allow for the instructor and course manager to prepare for the class – roster is locked at this time
  - Students receive welcome email with updated class information
  - ANY CHANGES AFTER THE ROSTER IS LOCKED REQUIRE ADDITIONAL APPROVAL
- ***14 – 7 days prior to start date Divisions must approve requests***
  - Reservation requests
  - Drop requests
  - Sub requests
- ***7-1 day prior to start date I Corps G3 training must approve ALL requests***

Inside 2 Weeks - Justifications

VAILD JUSTIFICATIONS:

- ***DEPLOYMENT***
- ***PERSONAL OR MEDICAL EMERGENCIES***
- ***FAMILY ISSUES REQUIRING IMMEDIATE ATTENTION***
- ***OTHER – WILL BE HANDLED ON A CASE BY CASE BASIS***

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Inside 2 Weeks - Justifications

NOT VAILD JUSTIFICATIONS:

- *Student put on detail (i.e. CQ, police call)*
- *Student does not want to attend*
- *Student forgot or did not know about the class*
- *Student was not notified*
- *Personal or routine appointments*
- *Other training with less priority scheduled after enrollment*

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Inside 2 Weeks - Justifications

Send HJB 888 to your division for approval

7 Days out it must go through I Corps G3 Training for approval

NOTE: Do NOT attempt to go direct to TSB within 2 weeks. We will send it to your division schools NCO which will cause even further delay.

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Enrollment Notification

Email:

- **Course Rosters**: TSB will send out to students and BDE SNCOs 10 working days (2 weeks) prior to class Start Date
- **ATRRS Reservation**: Notification upon enrollment sent to Student's official military email address
- **Standby**: BDE SNCO receive email notification from TSB. BDE SNCO forwards to

NOTE: It is IMPERATIVE that you ensure the student's email address is correct. Without it, they will NOT get any notifications about their status or the fact that they have a status.

BDE SCNCO – Double check the address when using auto fill into ATRRS.

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- ***HJB 888 is a form JBLM created to process all schools reservation requests***
- ***Most vital items of information:***
  - Full SSN
  - Name of course
  - Class number
  - Class dates (If they do not match we will need clarification)
  - **Correct Student** email addresses
  - Signed by appropriate approving level authority

We cannot stress this one enough. Ensure it is correct in ATRRS. BDE Schools NCO can correct in ATRRS.

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HJB 888: Standard Request

School Application

For use of this form, see JBLM Regulation 350-2, Training Support; the proponent agency is DPTMS (IMLM-PL)

Date:
Unit:
Schools NCO:
Schools NCO E-mail:
Schools NCO Phone:

To:
Installation/Garrison Commander
Joint Base Lewis-McChord
1010 Liggett Ave MS 1AA
Joint Base Lewis-McChord, WA 98433-9500

Privacy Act Statement

Authority: 10 U.S.C. § 3013
Principal Purpose: The Social Security Number (SSN) is necessary for proper identification of applicant(s).
Routine Uses: None
Disclosure: Disclosure of information is voluntary. However, failure to provide the SSN may result in inability to process application.

Through #1	Through #2	Through #3
COMPANY COMMANDER OR 1SG	BDE SCHOOLS NCO	
POC:	POC:	POC:
E-mail:	E-mail:	E-mail:
Phone:	Phone:	Phone:

I certify this training is required and all nominees meet prerequisites for the course.

Signature Field	Signature Field	Signature Field

Alternate location acceptable? (•) Yes ( ) No Schedule first available date? (•) Yes ( ) No Individual not available From: Apr 24, 2017 To: May 5, 2017

School (Name & Location)	Course Title	Course Number
FAITH AVE BLDG 3203	FIELD SANITATION	N/A FOR 415 COURSES

School Code	Class Number	Time Frame
415	006	13 - 17 MAR 17

Rank/Grade	Name (Last, First Middle	SSN	MOS/Series	Student E-mail
SGT	DUCK, DAFFY	123456789	15Q	DAFFY.DUCK1.MIL@MAIL.MIL
	***AS LONG AS IT IS FOR THE SAME CLASS YOU CAN FILL THE SHEET			

HJB Form 888, November 2016
Directorate of Plans, Training, Mobilization, and Security (IMLM-PL)

Previous Edition(s) Obsolete

Page 1 of 2
Adobe LiveCycle Designer ES3 10.0.2

Requests made prior to 2 weeks prior to start date need only be signed by initiating unit and BDE for BDE Schools NCO input into

NOTE: Your BDE or Division SOPs may contradict this. ALWAYS follow your SOPs guidance.

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HJB 888: Standard Request

Rank/Grade	Name (Last, First Middle	SSN	MOS/Series	Student E-mail

Mission Impact Statement

CERTIFICATION NEED TO MEET UNIT REQUIREMENTS

UIC

Security Clearance

SECRET

ERB(s) attached? ◯ Yes ◯ No

Note: Justification and I Corps approval required if request is within 2 weeks of start date

Remarks

ANYTHING YOU THINK IS PERTINENT THAT THE COURSE MANAGER OR BDE SCHOOLS NCO NEEDS TO KNOW

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HJB 888: Drop/Add

School Application

For use of this form, see JBLM Regulation 350-2, Training Support; the proponent agency is DPTMS (IMLM-PL)

Date:
Unit:
Schools NCO:
Schools NCO E-mail:
Schools NCO Phone:

Privacy Act Statement

Authority: 10 U.S.C. § 3013
Principal Purpose: The Social Security Number (SSN) is necessary for proper identification of applicant(s).
Routine Uses: None
Disclosure: Disclosure of information is voluntary. However, failure to provide the SSN may result in inability to process application.

To:
Installation/Garrison Commander
Joint Base Lewis-McChord
1010 Liggett Ave MS 1AA
Joint Base Lewis-McChord, WA 98433-9500

Through #1	Through #2	Through #3
COMPANY COMMANDER OR 1SG	BDE SCHOOLS NCO	
POC:	POC:	POC:
E-mail:	E-mail:	E-mail:
Phone:	Phone:	Phone:

I certify this training is required and all nominees meet prerequisites for the course.

Signature Field	Signature Field	Signature Field

Alternate location acceptable? (•) Yes ( ) No Schedule first available date? (•) Yes ( ) No Individual not available From: Apr 24, 2017 To: May 5, 2017

School (Name & Location)	Course Title	Course Number
FAITH AVE BLDG 3203	FIELD SANITATION	N/A FOR 415 COURSES

School Code	Class Number	Time Frame
415		13 - 17 MAR 17

Rank/Gr	Name (Last, First Midd	SSN	MOS/Series	Student E-mail
SGT	DUCK, DAFFY - DROP	123456789	15Q	DAFFY.DUCK1.MIL@MAIL.MIL
SGT	BUNNY, BUGS - ADD	122456789	15Q	BUNNY.BUGS.MIL@MAIL.MIL
	***AS LONG AS IT IS [illegible] THE SAME CLASS YOU CAN FILL THE SHEET			

HJB Form 888, November 2016
Directorate of Plans, Training, Mobilization, and Security (IMLM-PL)

Previous Edition(s) Obsolete

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Frequent HJB 888 Mistakes

- ***Incomplete or incorrect information***
  - ***Class # and Class Date do not match (#1 reason)***
  - ***Course # and Course Title do not match***
  - ***Student SSN is incorrect***
  - ***Class requested is full (alternate dates not opted)***
  - ***No student email address***

- ***Not signed by BDE***

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Frequent HJB 888 Mistakes – A1 Packet

- ***Soldier is flagged***
- ***Does not meet Course Pre-requisite (ATRRS)***
- ***Class is full (alternate dates not opted)***
- ***No quotas allocated under Quota Source (QS):***
  - ***<u>NI</u> (FORSCOM)***
  - ***<u>WB</u> (Aviation Officer)***
  - ***<u>WA</u> (Officer/WO)***
  - ***<u>WD</u> (Enlisted)***
- ***Non-priority personnel***
- ***Airborne – must be assigned in AB slot by MTOE (include para, line# in the HJB 888)***

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Reservations Definitions

- ***<u>Enrolled</u> – Students are not officially enrolled until the instructor confirms them as present during roll call at the start of the class; Until that time they have a seat reserved in ATRRS***

- ***<u>Drops</u> – Students who are enrolled but fail to complete the required hours of training***
  - Typically occurs when students have an appointment and fail to return in time to meet the course hours requirement

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Reservations Definitions

- ***No Shows – Student has a seat reserved in ATRRS and fail to attend ANY of the class***
  - This typically happens because students fail to read the Course Manager email sent to their official military address 2 weeks prior to the start of class which has updated info on their class
  - They fail to be at the correct place at the correct time for roll call and the instructor has already given their seat to those standbys and walk-ons who were present at roll call

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Reservations Definitions

- ***Standbys* – Students have a seat reserved in ATRRS as a Standby because their info was input within the 45 day window prior to start of class; Standbys have priority over Walk Ons but must be present at the start of class.**

  ***Walk Ons* - Students shows up at the start of class in the hope of finding an open seat; Walk Ons must complete an HJB 888, have it signed by appropriate authorities, and returned to TSB NLT 24 hours after the class begins**

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* FOCAL POINT *

- ***SC415*: *45 DAYS* OUT**

  “USE OR LOSE”

- 2 Weeks out class closed in ATRRS

- ***A-1’s(TDY)*: *NLT 90 DAYS***

  OUT SUBMIT TO TSB

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Non415 JBLM Courses

Contact instructor directly for reservations. Complete list on website "Non415 Troop Schools Courses at JBLM"

No HJB 888 required for TSB. Contact POC directly for enrollments.		
COURSE	**PHONE NUMBER**	**AGENCY**
Bus Driver	253-967-4603	DOL-TMP
Master Resiliency Training (MRT)	253-967-7307	
UPL	253-967-4351	ASAP
Ammo Handler	253-966-7768	DPTMS - Ammo
Equal Opportunity Leader's Course (EOLC)	253-967-5949	I Corps
Small Unit Training Team Leads	253-966-0295 (GOV); TADSS Manager 253-966-5620; Team Leader (CTR) 253-966-6188	
First Person Simulators (FPS)	253-966-6158	Small Unit Training Team
Dismounted Soldier Training System (DSTS)	253-966-0295	Small Unit Training Team
Common Driver Training (CDT)	253-966-5620	Small Unit Training Team
MGS Gunnery	253-966-5620	Small Unit Training Team
Engagement Skills	253-966-5620	Small Unit Training Team
Call for Fire (CFFT)	253-966-5612/5629	Small Unit Training Team
Digital Training Team (DTT)	253-966-5789/6188	Small Unit Training Team
Reconfigurable Vehicle Tactical Trainer (RVTT)	253-966-5620	Small Unit Training Team
Route Clearance Training Services (RCTS)	253-966-5620	Small Unit Training Team
Aviation Combined Arms Tactical Trainer (AVCATT)	253-966-6069	Small Unit Training Team
Flight Simulations	253-967-7132	Small Unit Training Team
Asymmetric Warfare/Counter-Improvised Explosive Device Team	253-968-6850/253-967-8039 (Classes listed below)	

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Check on Learning

- ***Name Three Reasons Why a HJB 888 is kicked back.***
- ***What is the 45 day window?***
- ***What is the difference between a Standby and Walk On?***
- ***What happens if a walk-on does not submit the completed HJB 888 with approval within 24 hours?***

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Questions?

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